



Application for Manufactured Home Park Plan Review

Action Governed by Ohio Revised Code Chapter 4781

TYPE OF DEVELOPMENT	
☐	New
☐	Expansion
☐	Substantial Alteration

Applicant Information

Applicant Name	Phone Number
Street Address	City, State, Zip
Email	

Contractor Information

Contractor Name	Phone Number
Street Address	City, State, Zip
Email	

Park Information

Park Name	Phone Number
Street Address	City, State, Zip
Park License Number	County
Email	

MHP Owner Information

Owner Name	Phone Number
Address	City, State, Zip
Email	

Location

Is this development within a 100-year flood plain?	YES ☐	NO ☐
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Signature Verification

I certify that the foregoing data is true statement of facts pertaining to this project as it is to be constructed.

Park Owner:

Date:

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Description of Work

Please describe the development work that is proposed for this project, including any changes, additions, replacements, upgrades, or removals to lots, utility infrastructure, streets, etc. See Notes section below for description of information needed for work on electrical, water, or sewer infrastructure.

Notes

Electrical Information

1. Drawing of the new electrical service equipment showing site location, means and Method.
2. Drawing to include the wire sizes for both wires coming to the service equipment (between the power company and the new service equipment) and the wires leading to the home (between the service equipment and the home the service line is serving). This should include burial depth and how the lines are protected (PVC, Sch-40 or direct burial). Please make sure to call out on the drawing if the wires are new or existing.
3. Please provide a copy of the cutsheets/specs sheet for the new service equipment being used. *Note that the cutsheets/spec sheets should include the AIC rating and/or the breaker size within the disconnect.
4. We will need a copy of the invoice for billing purposes.

Sewer Information

1. Drawing of the new sewer line (lateral).
2. Include with the drawing, sewer lateral size, in how it is effectively trapped (including the ASTM info printed on the line).
*Note that the line shall be designed to minimize or eliminate infiltration of flood waters.
3. Provide the burial depth of the line to protect the line from freezing. (Include if the line is crossing over with another underground water or sewer line(s).

Water Information

1. Drawing of the new water line (lateral).
2. Include with the drawing information regarding the water line type, including the ASTM information printed on the line.
3. Please include the water line size. *Note that water service pipes located on a manufactured home park lot developed prior to June 1, 1979, shall be not less than one-half inch in diameter. Water service pipes located on a manufactured home park lot developed on or after June 1, 1979, shall be not less than three-quarters of an inch in diameter.
4. Any new or replacement water service pipes shall have a shut-off valve installed at or near the water main. Please provide the location of the contaminate/backflow device.
5. Provide the burial depth of the line to protect the line from freezing. (Include if the line is crossing over with another underground line).

Costs and Fees

Plan Review Fee Schedule

The plan review fee is determined as follows: 3% if the total cost of the proposed development, not to exceed \$5,669.00

- This fee does not include the cost of any required verification inspection(s).
- Minimum fee: \$405.00

A. Total cost of the proposed development, as estimated by the project engineer (include all labor, materials, and property)	\$
B. Plan review fee (refer to Plan Review Fee Schedule above)	\$

Notice Message:

For Credit card and electronic check payments, please visit <https://icportal.com.ohio.gov/> (Visa, Mastercard, Amex and Discover). Click "Pay Invoice" and follow prompts.

Payments are due within 30 days of the date listed on your invoice. Finance charges and/or late fees may apply to payments made after that date.

The Division of Industrial Compliance reserves the right to withhold subsequent services and/or records until the outstanding balance is paid in full.

Past due balances are subject to collection efforts by the Division of Industrial Compliance and the Office of the Ohio Attorney General (OAG) in accordance with state law. Collection methods include bank account attachments and litigation